

## **Program B: Management and Finance**

Program Authorization: LA R.S. 36:306 Act First Extraordinary Session of 1988 as amended by Regular Session 1998, Civil Service rules LA R.S. 39:618(11)

### **Program Description**

The mission of the Management and Finance is to provide administrative support and fiscal oversight to the Louisiana Department of Labor enabling the effective and efficient delivery of services to the citizens and the legislature of Louisiana. The Louisiana Department of Labor customers include department management, programs and employees, the Division of Administration, various federal and state agencies, local political subdivisions and vendors.

The goal of the Management and Finance Program is to manage and safeguard the agency's assets to create and maintain an environment of continuous improvement.

The Office of Management and Finance encompasses Human Resources, Fiscal, Office Services, and Engineering and Maintenance divisions.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$187,522	\$187,522	\$225,296	\$0	(\$187,522)
STATE GENERAL FUND BY:						
Interagency Transfers	616,766	246,963	746,963	746,963	746,963	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	384,962	142,433	142,433	140,896	140,896	(1,537)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	6,324,282	9,086,029	9,086,029	11,008,587	8,792,020	(294,009)
TOTAL MEANS OF FINANCING	<b>\$7,326,010</b>	<b>\$9,662,947</b>	<b>\$10,162,947</b>	<b>\$12,121,742</b>	<b>\$9,679,879</b>	<b>(\$483,068)</b>
EXPENDITURES & REQUEST:						
Salaries	\$3,506,464	\$3,788,889	\$3,788,889	\$3,883,033	\$3,684,206	(\$104,683)
Other Compensation	382,125	254,397	254,397	254,397	254,397	0
Related Benefits	965,744	756,190	756,190	2,376,501	2,286,204	1,530,014
Total Operating Expenses	1,381,738	2,268,620	2,268,620	1,805,268	723,369	(1,545,251)
Professional Services	7,190	50,000	50,000	50,000	50,000	0
Total Other Charges	703,937	2,249,102	2,749,102	3,323,477	2,445,915	(303,187)
Total Acq. & Major Repairs	378,812	295,749	295,749	429,066	235,788	(59,961)
TOTAL EXPENDITURES AND REQUEST	<b>\$7,326,010</b>	<b>\$9,662,947</b>	<b>\$10,162,947</b>	<b>\$12,121,742</b>	<b>\$9,679,879</b>	<b>(\$483,068)</b>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	166	135	135	135	142	7
Unclassified	1	1	1	1	1	0
<b>TOTAL</b>	<b>167</b>	<b>136</b>	<b>136</b>	<b>136</b>	<b>143</b>	<b>7</b>

The Table of Organization (T.O.) has been adjusted to reflect 7 Other Charges positions transferred to the authorized T.O. for fiscal year 2002-2003.

## SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Statutory Dedications and Federal Funds. The Interagency Transfers are received from the Office of Worker's Compensation. This program handles personnel work and various other miscellaneous projects for the Office of Worker's Compensation. The Statutory Dedications (R.S. 23:1513) (penalty and interest) will be used to pay expenses incurred by this program. Per R.S. 39:36B.(8), see table below for listing of expenditures out of each Statutory Dedicated fund.) Federal Funds are granted to each employment security agency, under the Social Security Act

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
E. Sec Adm. Fund - Employment Security Administration Act	\$384,962	\$142,433	\$142,433	\$140,896	\$140,896	(\$1,537)

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$187,522	\$9,662,947	129	<b>ACT 12 FISCAL YEAR 2001-2002 (Unadjusted for transfer of Other Charge positions)</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$500,000	0	This technical Ba-7 increased Interagency Transfers in this office from the Office of Worker's Compensation. These funds will be used to cover Administrative Services and Technical cost for the Office of Worker's Compensation for 16 positions expensed out of other charges.
\$187,522	\$10,162,947	129	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$0	\$48,819	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$57,563	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	(\$9,604)	0	Risk Management Adjustment
\$0	\$235,788	0	Acquisitions & Major Repairs
\$0	(\$295,749)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$10,174	0	Rent in State-Owned Buildings
\$0	\$135	0	Maintenance of State-Owned Buildings
\$0	\$18,097	0	UPS Fees
\$0	(\$190,484)	0	Attrition Adjustment
\$0	\$874,206	0	Group Insurance Adjustment
\$0	\$12,528	0	Civil Service Fees
\$0	(\$1,027,452)	0	Other Adjustments - This decrease is due to reducing expenditures (travel, operating services and supplies) based on prior year expenditures.
\$0	\$103,191	7	Other Adjustments - This adjustment increases the Table of Organization due to moving other charges positions to the authorized T.O.
\$0	\$0	7	Other Technical Adjustments - These positions are transferred from the Office of Worker's Compensation to adjust for the Administrative, Services and Technical (AS&T) indirect cost. These individuals are responsible for administrative overhead of the department.
\$0	(\$132,758)	0	Other Technical Adjustments - This adjustment will transfer salaries and related benefits to the Occupational Information System Program for the Administrative, Services and Technical positions.
(\$187,522)	(\$187,522)	0	Other Technical Adjustments - This adjustment transfers the legislative auditor expenses to the Administration Program.
\$0	\$9,679,879	143	<b>TOTAL RECOMMENDED</b>

**MAJOR FINANCIAL CHANGES**

<b>GENERAL FUND</b>	<b>TOTAL</b>	<b>T.O.</b>	<b>DESCRIPTION</b>
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$0</b>	<b>\$9,679,879</b>	<b>143</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$0</b>	<b>\$9,679,879</b>	<b>143</b>	<b>GRAND TOTAL RECOMMENDED</b>

## **PROFESSIONAL SERVICES**

\$50,000    Accounting/Auditing services for Employment Grants as required by federal regulations

**\$50,000    TOTAL PROFESSIONAL SERVICES**

**OTHER CHARGES**

\$1,865,824	Funding to be used for aid to local governments for the Job Training Partnership Act to assist clients in training for job skills
\$87,999	Funding provided for a consulting contract to assist the department with the conversions to the ISIS system

**\$1,953,823 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$193,639	Division of Administration for Rent in State-owned Buildings
\$1,877	Division of Administration for Maintenance in State-owned Buildings
\$223,465	Risk Management Adjustment
\$60,583	Division of Administration - Uniform Payroll System
\$12,528	Department of Civil Service Fees

**\$492,092 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$2,445,915 TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

\$235,788 Funding provided for the following equipment: CPU upgrade, DASD upgrade, Servers upgrade, network upgrade, inserter and printers.

**\$235,788 TOTAL ACQUISITIONS AND MAJOR REPAIRS**